



UNITED STATES DISTRICT COURT District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 16-ABQ/OPS-3

ANNOUNCEMENT DATE: May 2, 2016

CLOSING DATE: May 16, 2016 *or until filled*

POSITION: Records Specialist, Temporary
Temporary position ends September 30, 2017
(Full-time preferred, Part-time considered)

STARTING LEVEL/SALARY: CL23/Step 1 to CL 23/Step 25
\$15.40 to \$19.25 per hour
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The United States District Court for the District of New Mexico is seeking an exceptional individual to join us in the important work of ensuring equal justice under the law.

The Records Specialist is responsible for the electronic conversion (scanning and uploading) of physical records for the purpose of entry into the Case Management/ Electronic Case Files (CM/ECF) system. The Records Specialist also provides quality review and assists Operations staff in ensuring accurate and timely processing of the converted records. This position is located in the Albuquerque Clerk's Office and reports to the Magistrate Judge Case Management Supervisor.

DUTIES AND RESPONSIBILITIES

RECORD CONVERSION

- ◆ Maintain accurate control of records for civil and criminal cases and/or case related actions. Maintain various recordkeeping and tickler systems for timely filing and submission of pleadings, from filing to disposition of all cases, including those transferred into and out of our district.

- ◆ Work with Operations management to convert existing paper, microfiche and other physical records into electronic format for entry into CM/ECF system for permanent retention.
- ◆ Adhere to procedures and processes for the categorization and conversion of physical records into electronic format for uploading into the CM/ECF system.
- ◆ Assist in the sorting, classifying, scanning and electronic conversion of physical records into the CM/ECF system.
- ◆ Provide regular written and verbal feedback regarding conversion and scanning status, and direct any questions or concerns to the immediate supervisor.
- ◆ Monitor the Judiciary's internal website (JNet) and other national websites for information regarding records policies and requirements.
- ◆ Assist Operations staff in performance of other tasks and projects, as determined by Operations management.

QUALITY CONTROL

- ◆ Perform standardized QC procedures to ensure accuracy of electronically converted physical records to ensure each has been correctly converted and uploaded in CM/ECF.
- ◆ Apply established methods to audit the accuracy and timeliness of the conversion processes.
- ◆ Test implementation of new processes and procedures. Make recommendations for improvements.
- ◆ Perform other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

High school diploma or equivalent and two years of general experience.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Educational Substitution

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

COURT OPERATIONS

- ◆ Ability to apply the court's policies, procedures, practices, and guidelines related to records administration, including those related to scanning and electronically converting legal documents. Ability to learn court operations and relevant legal terminology. Ability to comply with regulations and procedures and to follow detailed instructions. Ability to work independently and interact effectively with workgroups within the office. Ability to meet deadlines and commitments.

JUDGMENT AND ETHICS

- ◆ Ability to learn about and comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

WRITTEN AND ORAL COMMUNICATION

- ◆ Ability to communicate effectively (orally and in writing). Ability to interact effectively and appropriately with a wide variety of people.

INFORMATION TECHNOLOGY AND AUTOMATION

- ◆ Skill in typing and the use of automated equipment, including word processing and spreadsheet applications, court computer programs, automated case management systems, and other related databases and applications. Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill in or the ability to learn how to use scanners and microfiche equipment.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ This position is temporary.

BENEFITS

A generous benefits package is available to temporary employees which may include:

- ◆ Paid federal holidays
- ◆ Social Security
- ◆ Paid sick leave accrued at the rate of 1 hour per every 20 hours in pay status
- ◆ *For appointments of 90 days or more:* Paid annual leave in the amount of 1 hour per every 20 hours in pay status

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references** and an **AO-78** * (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmcourt.fed.us.

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "RECORDS SPECIALIST" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER